



Civil Service Board Meeting Minutes May 21, 2026

Date: May 21, 2026

Open Session 5:30 p.m.

Location: City Hall, One Frank H. Ogawa Plaza, Hearing Room 1

Board Members: Chairperson, Michael Brown; Vice Chair, Rudy Gonzalez; Jennifer Benford;
Alaric Degrafinried; Swen Ervin

Staff to the Board:

Mary Hao, HRM Director/Secretary to the Board
Amber Lytle, Human Resources Manager/Staff to the Board
Mario Goldsby, HR Technician/Staff to the Board
Palomar Sanchez, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84770081425?pwd=nhwqm14jmavjLT0KXPFZq9Pl6TOuHy.1>

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PROVIDE PUBLIC COMMENT

Public comment may be submitted in the following ways, within the time allotted for each eligible agenda item:

- Submit written comment in advance:

Email your comment, full name, and the agenda item number to CivilService@oaklandca.gov no later than one (1) hour before the posted meeting time. All timely submissions will be shared with the Civil Service Board prior to the meeting.

- Complete a speaker card during the meeting.
- Raise your hand on Zoom during public comment, and staff will call on you to speak for the time allotted by the Chair.

Roll Call

The roll call was conducted, and it was noted that the following Board members were present:

Present:

- Chairperson Brown
- Member Degrafinried
- Vice Chair Gonzalez
- Member Benford

Absent:

- Member Ervin

1) Public Comment

Comments on all agenda items will be taken at this time. Comments for items not on the agenda will be taken during open forum.

2) Approval of May 21, 2026 Civil Service Board Meeting Agenda (Action)

45325 Member Degradinried motioned to approve the May 21, 2026 Civil Service Board Meeting Agenda, seconded by Vice Chair Gonzaez.

Votes: Board Member Ayes: – Brown, Degrafinried, Gonzalez, Benford

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

3) Updates, Secretary to the Board (Information)

- Human Resources Director Mary Hao reported that Human Resources continues to actively recruit to fill citywide vacancies and is currently engaged in collective bargaining negotiations.

- Director Hao reported that over 400 recruitment requisitions have been submitted and are in various stages of the hiring process.
- Chair Brown asked for clarification regarding the vacancies referenced in the report. Director Hao confirmed she was referring to citywide vacancies.

4) Consent Calendar (Action)

a) Approval of Provisional Appointments (0)

There are no Provisional Appointment this month.

b) Approval of Employee Requests for Leave of Absence (6)

- Finance (3)
- Oakland Public Library (1)
- Police (2)

c) Approval of Revised Classification Specification (0)

45326 Vice Chair Gonzaez motioned to approve the consent calendar seconded by Member Degradinried.

Votes: Board Member Ayes: – Brown, Degrafinried, Gonzalez, Benford
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Ervin

5) Old Business

a) Approval of the April 16, 2026, Civil Service Board Meeting Minutes (Action)

45327 Member Degrafinried noted several spelling errors in the April 16, 2026 Civil Service Board Meeting Minutes, including the spelling of his name. Member Degrafinried motioned to approve the April 16, 2026 Civil Service Board Meeting Minutes with corrections. Vice Chair Gonzalez seconded the motion.

Votes: Board Member Ayes: – Brown, Degrafinried, Gonzalez, Benford
Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Ervin

b) **Determination of Schedule of Outstanding Board Items (Information)**

Human Resources Director Mary Hao introduced the item and explained that the Port of Oakland and Local 21 were continuing discussions regarding proposed revisions to the GIS Administrator classification specification.

Quinton Silket, Local 21 Representative, and Michael Mitchell, Director of Human Resources for the Port of Oakland, appeared before the Board and provided an update regarding ongoing efforts to revise the GIS Administrator classification specification. Silket stated that the parties continued to work collaboratively toward agreement on revisions to the specification. Mitchell concurred, indicating that progress was being made and that the revisions were intended to more accurately reflect the duties and responsibilities of the position.

Chair Brown asked whether the parties anticipated completing the revisions within the current calendar year. Silket responded that he could guarantee the matter would be completed during the year.

Chair Brown also requested that the presenters provide additional background for newer Board members who were not familiar with the matter. Mitchell explained that the item involved revisions to an existing job specification and emphasized that the effort was focused on updating the specification to better reflect the current role rather than filling a vacant position.

Vice Chair Gonzalez inquired about the impact of the ongoing classification review on hiring and recruitment efforts. Specifically, he asked whether delays in updating the classification specification were preventing the Port from filling positions or otherwise affecting hiring timelines. Mitchell acknowledged that delays in updating classification specifications can have an impact on hiring timelines and recruitment efforts. He clarified, however, that the position at issue was currently filled and that the parties were working to update the specification to more accurately reflect the position's responsibilities moving forward.

Director May Hao also advised that the Board would hear another item tonight and had additional matters scheduled for June and July.

- c) **Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 (Information)**

Human Resources Director Mary Hao provided the Board with the monthly update regarding Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs). Director Hao advised the report identified zero employees currently out of compliance and a downward trend of TCSEs and ELDEs.

6) New Business

- a) **Approval of Request for Exemption from Civil Service and Approval of New Classification for: (Action)**

- Constitutional Policing Administrator

Principal Human Resources Analyst Jaime Pritchett introduced the proposed Constitutional Policing Administrator classification and exemption from civil service. Pritchett explained that the position would support the City's constitutional policing and compliance efforts and serve as a liaison between the City Administrator's Office, Mayor's Office, and Oakland Police Department. She further noted that City Council had previously approved the exemption request and the salary ordinance establishing the classification.

Vice Chair Gonzalez asked how the minimum qualifications for the position were developed and whether they were based on comparable positions in other jurisdictions.

Assistant City Administrator Michelle Phillips responded that staff reviewed comparable positions in other agencies and jurisdictions, including positions focused on constitutional policing, police accountability, and oversight. Phillips explained that the proposed qualifications were developed to reflect the unique responsibilities of the position, including oversight of compliance efforts, implementation of reform measures, and ensuring the City maintains progress achieved through the Negotiated Settlement Agreement (NSA). She further stated that the qualifications were intended to balance the specialized knowledge required for the position with the need to maintain a qualified applicant pool.

Vice Chair Gonzalez then asked why the minimum qualifications did not require a legal background, such as a Juris Doctor degree or attorney experience, given the position's responsibilities related to constitutional policing, compliance, and oversight.

Assistant City Administrator Michelle Phillips responded that the position was not intended to serve as legal counsel, but rather as an oversight and accountability role focused on ensuring compliance with constitutional policing requirements, reform efforts, and the Negotiated Settlement Agreement (NSA). Phillips explained that the position would work collaboratively with legal staff and subject matter experts as needed while focusing on implementation, monitoring, and coordination of reform efforts.

Vice Chair Gonzalez further asked why the term "constitutional" was included in the classification title. Phillips explained that the title was intended to reflect the position's role in providing internal oversight and ensuring that City policies, practices, and reform efforts remain consistent with constitutional rights, civil rights, and civil liberties. She further noted that the position was designed to help the City maintain compliance with reform requirements and avoid regression following completion of the Negotiated Settlement Agreement.

Vice Chair Gonzalez stated support for the proposed position and the exemption from civil service but expressed concern regarding the proposed minimum qualifications and requested additional information regarding comparable positions in other agencies. Vice Chair Gonzalez stated that additional review of the classification specifications would be beneficial before taking action and moved to table the item to allow staff to provide further information.

Principal Human Resources Analyst Jaime Pritchett advised that while the questions raised would not necessarily affect the Management Classification Unit component of the request, staff recommended moving the entire item together. Pritchett further stated that if the Board elected to table one portion of the item, both portions should be tabled and considered together at a future meeting.

45328 Vice Chair Gonzalez motioned to table the Constitutional Policing Administrator classification and exemption request until the next regular meeting of the Civil Service Board to allow staff additional time to provide information regarding the classification specifications and minimum qualifications. Seconded by Member Benford.

Votes: Board Member Ayes: – Brown, Degrafinried, Gonzalez, Benford

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

b) Approval of Request for Exemption from Civil Service and Approval of New Classification for: **(Action)**

- Assistant Director, Human Services

Principal Human Resources Analyst Jaime Pritchett introduced the proposed Assistant Director, Human Services classification and exemption from civil service. Pritchett explained that the classification was being created to provide additional executive-level capacity within the Human Services Department and that the position would serve as an assistant director within the department's leadership structure. She further noted that the City Council had previously approved both the exemption request and the salary ordinance amendment establishing the classification.

Pritchett further explained that the exemption request was based on the position's placement within the organizational hierarchy. She stated that the proposed classification mirrored the structure utilized by comparable departments and agencies and was intended to address an identified operational need within the Human Services Department by providing additional leadership and management capacity.

45329 Vice Chair Gonzalez motioned to approve the action as recommended by staff. Seconded by Member Benford.

Votes: Board Member Ayes: – Brown, Degrafinried, Gonzalez, Benford

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

7) Open Forum

0 speakers

8) Closed Session

CLOSED SESSION AGENDA

Roll Call

The roll call was conducted, and it was noted that the following Board members were present:

Present:

- Chairperson Brown
- Member Degrafinried
- Vice Chair Gonzalez
- Member Benford

Absent:

- Member Ervin

The Civil Service Board will Convene in Closed Session pursuant to California Government Code Section 54957 and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.1

1) Appeal of Probationary Release - Oakland Police Department- Police Communications Dispatcher - OPD-2026- AP02

OPEN SESSION AGENDA

9) Report of Action Taken in Closed Session

Chairperson Brown reported that the Board upheld the Department's decision to release the employee during probation. Parliamentarian Sanchez advised that each Board member's vote should be disclosed. The motion passed unanimously

45330 During closed session, Member Benford moved to uphold the Department's decision to release the employee during probation. The motion was seconded by Vice Chair Gonzalez.

Votes: Board Member Ayes: – Brown, Degrafinried, Gonzalez, Benford

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

10) Open Forum

0 Speakers

11) Adjournment

45331 Member Benford moved to adjourn. Seconded by Vice Chair Gonzalez.

Votes: Board Member Ayes: – Brown, Degrafinried, Gonzalez, Benford

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Ervin

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 18, 2026. All materials related to agenda items must be submitted by the first Thursday of the month. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

civilservice@oaklandca.gov

**City of Oakland - Civil
Service Board 150 Frank H.
Ogawa Plaza, 2nd floor
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¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

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Agendas are available 72 hours in advance of the next meeting and may be viewed at the City Clerk's Office, #1 Frank H. Ogawa Plaza, 1st Floor. Materials are also available on the City's website at: <https://www.oaklandca.gov/departments/department-of-human-resources-management>